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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 31 December 1953

FROM : Chief, External and Language Training Division

SUBJECT: Progress Report for 21 - 31 December 1953

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1. On 28 December, quota allocations for attendance of Agency representatives at the Weapons Orientation Courses held throughout the year at [] were distributed among the offices requesting them. Twelve requests for the six [] slots offered us in the first half year will be met by spreading the requests through the whole year, and the thirteen requests for eight slots in the first half year at [] will similarly be met by distributing them among the sixteen spaces offered us by the [] for the whole year.

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2. On 21 December, the CIA Career Service Board accepted all three applications for the Harvard University Advanced Management Course, and their papers were forwarded to Boston, Massachusetts for consideration by the University selection committee.

3. A combined total of 197 students are presently enrolled in introductory and self-study courses in the Language Training Branch. 89 of these people are in classes and 108 are in self-study programs.

4. During the past week, the language laboratory was used for a total of 200 hours, 61 hours of which were outside the normal working day.

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